

FULL TIME COOK MANAGER

Countryside Adult Home

Job Posting 7/11/13

(Pending Approval from the Full Board)

FULL TIME COOK/FOOD SERVER POSITION: 40 hours per week minimum – varied hours but generally Sunday – Thursday, 6-2PM. **Must work holidays.** Base salary \$26,370.00, Grade 5.

DISTINGUISHING FEATURES OF THE CLASS: The person in this position is responsible for maintaining a clean organized working environment which must exceed all NYS recommendations. The position requires manual work preparing meals for the residential population. Diets must be followed according to the recommendation of a Registered Dietician and orders of a Physician. This individual must not only be self motivated but be comfortable motivating others. They will be responsible for running the kitchen, including but not limited to opening and closing the kitchen, preparing and serving meals, cleaning and storing of food, cleaning equipment, as well as inventorying foods and supplies, placing food orders. Supervision is exercised over the work of the cooks, meal site staff, and food service helpers.

EXAMPLES OF WORK RELATED TASKS: (Illustrative only)

- Prepares, cooks, and serves meals to the residents. Meal preparation includes meat, fish, poultry, soups, vegetables, cereal, desserts, salads and other foods. Bake cakes, pies, rolls, and other pastries;
- Orders food and supplies used in the preparation of meals according to an established menu and inspects food when received to insure proper quantity and quality, maintains inventories and related records;
- Supervises the proper storage of food to avoid waste and spoilage;
- Supervises and trains kitchen personnel, in the preparation of foods, cleaning and setting of tables, cleaning of kitchen utensils, stoves and the entire kitchen and dining room and evaluates work performance;
- Supervises and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;
- Determines requirements and submits requisitions for food, equipment and supplies;
- Maintains approved standards of sanitation, health and safety;
- Supervises the collection of and accounting for cash receipts;
- Keeps related records;
- Other duties as assigned by the Director.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling and storage; good knowledge of the fundamentals of nutrition and their application to the health of the elderly; good knowledge of modern cooking utensils, appliances and equipment; ability to plan and supervise the work of others; ability to keep records and prepare reports; ability to get along well with others; ability to understand and

carry out oral and written directions; tact and good judgment; resourcefulness; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Three years of experience in the preparation of food on a large scale; or possession of an associate degree in applied science issued after completion of a two-year course in a technical institution with specialization in foods, nutrition and institution management; or any equivalent combination of experience and training.

Any interested parties should send a list of references, as well as a Warren County application for employment to: Countryside Adult Home, 353 Schroon River Road, Warrensburg, NY 12885, Attention: Deanna Park, by ***July 26, 2013***.